



Employer Reporting & Maintenance (ERM)

One North Capital, Suite 001 ▲ Indianapolis, IN 46204 ▲ (888) 526-1887



## Where does ERM fit in?

- INPRS modernization
  - Financial System
  - ASA Daily Valuation
  - ERM
  - Defined Benefit System

One North Capital, Suite 001 ▲ Indianapolis, IN 46204 ▲ (888) 526-1887



## It's alive ...

- **Development: 2 years**
  - Employers involved up-front in ERM specifications
- **Communication: 18 months**
  - Phone calls to all employers
  - U.S. Mail (certified) to all employers
  - Web site for all employers
  - E-mail to all employers
- **Training: 8 months**
  - On-site (statewide)
  - Webinar
  - Self-study



One North Capital, Suite 001 ▲ Indianapolis, IN 46204 ▲ (888) 526-1887



## ERM Online Resources




---

---

---

---

---

---

---

---

## ERM Online Resources




---

---

---

---

---

---

---

---

## ERM Timeline

Milestone	Estimated Timeframe
Development	✓
Employer Pilots	✓
Testing	Ongoing through Go-Live
Employer Training	2/1/2012 – Ongoing
Soft Open	✓
Initial Data Setup by Employers	✓
System Shutdown	10/19/2012 – 10/28/2012
ERM Available for Full Activity/Go-Live	10/29/2012




---

---

---

---

---

---

---

---

## Action Response Team

- Pre-Go-Live support through December 2012
- Pre-ERM setup assistance
- W&C submission assistance
- Available via phone, web, email or on-site as needed

One North Capital, Suite 001 ▲ Indianapolis, IN 46204 ▲ (888) 526-1887




---

---

---

---

---

---

---

---

## Employer Pension Plan Administration (EPPA)

- Post-Go-Live support
- Dedicated service team solely for employers
- W&C submission assistance
- Member-specific questions
- Fund-specific questions
- Available via phone and email as needed

One North Capital, Suite 001 ▲ Indianapolis, IN 46204 ▲ (888) 526-1887




---

---

---

---

---

---

---

---

## October 1-19, 2012

- Employers should have logged in to confirm demographic data, payroll calendar(s), add contacts/users, and bank information.
- You cannot report to INPRS until these steps have been completed.

One North Capital, Suite 001 ▲ Indianapolis, IN 46204 ▲ (888) 526-1887




---

---

---

---

---

---

---

---

## October 29, 2012

- Submit and pay for any payroll that occurred between Initial Data Setup and Go Live dates
  - Submission done on a payroll basis and in sequential order
  - Example
    - Initial Data Setup: 10/1/2012
    - Go Live: 10/29/2012
    - Missed Payrolls: 10/5/2012 and 10/19/2012

One North Capital, Suite 001 ▲ Indianapolis, IN 46204 ▲ (888) 526-1887



## Wage & Contribution Management

- Payroll-based submission
- Regular and adjustment W&C transactions
- Online entry or file upload capabilities
  - <https://er.inprs.in.gov/webforum/userFiles/info/14.page>
- Online error/exception handling
- Online payment via ACH pull

One North Capital, Suite 001 ▲ Indianapolis, IN 46204 ▲ (888) 526-1887



## Wage and Contribution Management

Controls & Security

- Banking Information
  - Masked for INPRS staff users
  - Employers: Roles-based access to information
    - Employer sets the roles
- INPRS pulls only authorized amounts
  - Only the amount the employer authorized for payment ... never more
  - INPRS will not go to a bank account until the "process for payment" button within ERM is clicked

One North Capital, Suite 001 ▲ Indianapolis, IN 46204 ▲ (888) 526-1887



## Wage and Contribution Management

Controls & Security

- What about overpayments?
  - The system is designed to prevent over/under payments
  - Payment is calculated in real-time based on information submitted by employer
  - Employer authorizes specific payment amount
  - Accidental payment by paper check and ACH
    - Credit in ERM to be applied to next report
    - Please submit via ACH only to prevent this error
  - Error in data submitted
    - Submit corrected data
    - Any credit in ERM to be applied to next report

One North Capital, Suite 001 ▲ Indianapolis, IN 46204 ▲ (888) 526-1687




---

---

---

---

---

---

---

---

## Wage and Contribution Management

Controls & Security

- What about overpayments?
  - Still concerned that unauthorized amounts could be taken from account?
  - Some employers have established a second bank account specifically for INPRS payments

One North Capital, Suite 001 ▲ Indianapolis, IN 46204 ▲ (888) 526-1687




---

---

---

---

---

---

---

---

## ERM Online Resources

<http://www.in.gov/inprs/erm.htm>



One North Capital, Suite 001 ▲ Indianapolis, IN 46204 ▲ (888) 526-1687




---

---

---

---

---

---

---

---

## Contact Us

- Email us at [eppa@inprs.in.gov](mailto:eppa@inprs.in.gov)
- Call us at 888-876-2707
- Visit [er.inprs.in.gov](http://er.inprs.in.gov) for more ERM information including:
  - Training
  - File Specifications
  - Newsletters

One North Capital, Suite 001 ▲ Indianapolis, IN 46204 ▲ (888) 526-1687




---

---

---

---

---

---

---

---



Questions?

One North Capital, Suite 001 ▲ Indianapolis, IN 46204 ▲ (888) 526-1687

---

---

---

---

---

---

---

---